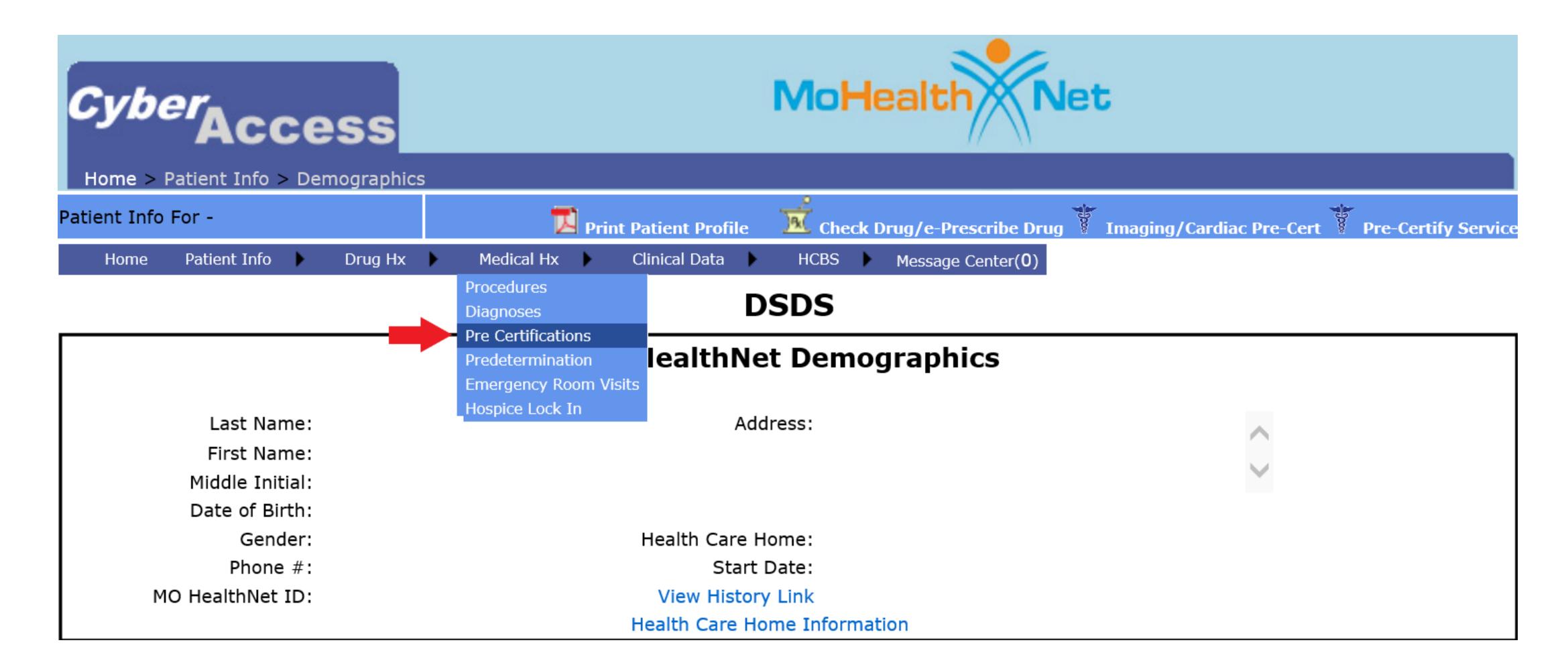




## How to Check Service Utilization Quick Guide

Step 1: On the Demographics screen, go to Medical HX > Pre Certifications



**Step 2: Select "HCBS"** 



## Step 3: Review recent utilization for authorized services. General guidance advises looking at the last 6 to 12 months to determine if the participant used an average 75% of the authorized services.

				Service	Start	End	Auth	Used
20181310123621	HCBS	ACCESS II ILC 266210905 INC	U2	T1019 MSP	05/12/2018	05/31/2018	511	325
			U2	T1019	06/01/2018	06/19/2018	511	296
20172570105221	HCBS	ACCESS II ILC 266210905 INC	U2	T1019 MSP	09/25/2017	09/30/2017	511	160
			U2	T1019	10/01/2017	10/31/2017	511	471
			U2	T1019	11/01/2017	11/30/2017	511	508
			U2	T1019	12/01/2017	12/31/2017	511	502
			U2	T1019	01/01/2018	01/31/2018	511	511
			U2	T1019	02/01/2018	02/28/2018	511	437
			U2	T1019	03/01/2018	03/31/2018	511	511
			U2	T1019	04/01/2018	04/30/2018	511	508
			U2	T1019	05/01/2018	05/11/2018	511	181
20171720128821	HCBS	ACCESS II ILC 266210905 INC	U2	T1019 MSP	06/22/2017	06/30/2017	773	257
			U2	T1019	07/01/2017	07/31/2017	773	766
			U2	T1019	08/01/2017	08/31/2017	773	757
			U2	T1019	09/01/2017	09/24/2017	773	539